

## General Information

Optional fields can be removed from the layout.

In the non repeatable fields section, all fields can be moved up or down and filler fields can be added to any position.

In order to add a filler field to a fixed length file, the size must also be specified.

In the repeatable fields section, all fields can be moved up or down but filler fields can not be added.

There are only 2 fields that allow negative signs in the bulk upload layout: Taxable Sales and Use and Tax Due

None of the fields in the single upload layout will allow a negative number.

The Motor Fuel Sales and Motor Fuel Exemptions fields are **now** included in the Sales and Use Tax e-File program.

## Sales & Use Tax eFile

### File Layout Specifications - Bulk Upload

Field Name	Description	Max Size	Format	Requirement
State Tax ID	Enter the client's State Tax Identification number (STI#). <b>This is not the Sales and Use Tax number.</b> The STI# is a unique number that houses all information related to a business that registers with the Georgia Department of Revenue. This field cannot be left blank if it is included in the layout.	11	Text	Optional
Sales & Use ID	Enter the client's Sales & Use Tax Number. Do not include dashes or spaces. Example: 060-99-01234-7 should be entered as 060012347.	9	Text	Required
Frequency	Enter the client's filing frequency. M=Monthly, Q=Quarterly, A=Annual, S=Seasonal, F=Four Week Special Filer	1	Alpha	Required
Period End [MM/DD/YYYY]	Enter the end of the filing period you are reporting. <b>DO NOT USE THE DUE DATE OR PAYMENT DATE.</b>	10	Date	Required
Return Type	Enter "O" for Original or "A" for Amended.	1	Text	Required
Payment Method	Enter E=EFT, M=Check by mail, C=Credit card, A=ACH Credit, G=Global, Z=Zero due. If the return equals zero, you must use a Z. If the Amount Owed is less than \$1.00, EFT cannot be used.	1	Text	Required
Payment Date [MM/DD/YYYY]	Enter the payment date. Date cannot be earlier than today's date or greater than the due date if it has not passed. If the payment method is EFT, this field is required to be in the layout and must be completed.	10	Date	Optional
Payment Amount	Enter the amount to be paid. The amount must be greater than or equal to zero. If the payment method is EFT, this field is required to be in the layout, must be completed and be greater than or equal to \$1.00.	11	Numeric	Optional
Bank Account Type	Enter "C" for Checking or "S" for Savings. If the payment method is EFT, this field is required to be in the layout and must be completed.	1	Alpha	Optional
Bank Routing Number	Enter the nine digit bank routing number. If the payment method is EFT, this field is required to be in the layout and must be completed.	9	Text	Optional
Bank Account Number	Enter the bank account number from which the payment will be withdrawn. If the payment method is EFT, this field is required to be in the layout and must be completed.	17	Text	Optional
Excess Tax	Enter the amount of Excess Tax collected. This amount must be greater than or equal to zero.	11	Numeric	Required
Total Tax Amount	Enter the amount of the Total Tax. This amount must be greater than or equal to zero.	11	Numeric	Required

## Sales & Use Tax eFile

### File Layout Specifications - Bulk Upload

Field Name	Description	Max Size	Format	Requirement
Vendor's Compensation	Enter the amount of the Vendor's Compensation claimed. For late returns enter zero. This amount must be greater than or equal to zero.	11	Numeric	Required
Previous Prepaid Amount	Enter the Previous Prepaid Amount. This amount must be greater than or equal to zero.	11	Numeric	Required
Current Prepaid Amount	Enter the Current Prepaid Amount. This amount must be greater than or equal to zero.	11	Numeric	Required
Credit Memo	Enter the amount of the Credit Memo claimed. This amount must be greater than or equal to zero.	11	Numeric	Optional
Penalty	Enter the amount of Penalty due. For timely returns enter zero. This amount must be greater than or equal to zero.	11	Numeric	Optional
Interest	Enter the amount of Interest due. For timely returns enter zero. This amount must be greater than or equal to zero.	11	Numeric	Optional
Amount Owed	Enter the total Amount Owed. This amount must be greater than or equal to zero.	11	Numeric	Required
<b>REPEATABLE FIELDS</b>				
Location ID	Enter the Sales Tax Number for the specific location. Fixed length files must be right justified. The "number applied for" can only be used as a subordinate for a master account.	18	Alphanumeric	Required
Total Tax collected From Sales	Enter the total tax collected for this location ID. The total tax collected from sales must be the same amount for each tax type for any one location being reported, if different the last value will be taken. This amount must be greater than or equal to zero.	11	Numeric	Required
County ID	Enter the three digit county ID. IDs range from 001-159.	3	Text	Required
Tax Type	Enter the four character tax type code. STAT=State, STHO=Homestead, STMA=Marta, STL2=Other Local Option, STLO=Local, STSP=Special, or STED=Education	4	Text	Required
Total Sales	Enter the total sales for this location. This amount must be greater than or equal to zero.	11	Numeric	Required
Motor Fuel Sales	Enter the total motor fuel sales for this location. This amount must be greater than or equal to zero. This field is required on Motor Fuel Returns.	11	Numeric	Optional

## Sales & Use Tax eFile

### File Layout Specifications - Bulk Upload

Field Name	Description	Max Size	Format	Requirement
Total Use	Enter the total use for this location. This amount must be greater than or equal to zero.	11	Numeric	Required
Exempt Sales	Enter the exempt sales for this location and tax type. This amount must be greater than or equal to zero.	11	Numeric	Optional
Motor Fuel Exemptions	Enter the total motor fuel exemptions for this location. This amount must be greater than or equal to zero. This field is required on Motor Fuel Returns.	11	Numeric	Optional
Taxable Sales and Use	Enter the total sales and use for this location and tax type.	11	Numeric	Required
Tax Due	Enter the tax due for this location and tax type.	11	Numeric	Required

## Sales & Use Tax eFile

### File Layout Specifications - Single Upload

Field Name	Description	Max Size	Format	Requirement
Location ID	Enter the Sales Tax Number for the specific location. Fixed length files must be right justified. The "number applied for" can only be used as a subordinate for a master account.	18	Alphanumeric	Required
Total Tax collected From Sales	Enter the total tax collected for this location ID. The total tax collected from sales must be the same amount for each tax type for any one location being reported, if different the last value will be taken. This amount must be greater than or equal to zero.	11	Numeric	Required
<b>REPEATABLE FIELDS</b>				
County ID	Enter the three digit county ID. IDs range from 001-159.	3	Text	Required
Tax Type	Enter the four character tax type code. STAT=State, THO=Homestead, STMA=Marta, STL2=Other Local Option, STLO=Local, STSP=Special, or STED=Education	4	Text	Required
Total Sales	Enter the total sales for this location. This amount must be greater than or equal to zero.	11	Numeric	Required
Total Use	Enter the total use for this location. This amount must be greater than or equal to zero.	11	Numeric	Required
Motor Fuel Sales	Enter the total motor fuel sales for this location. This amount must be greater than or equal to zero. This field is required on Motor Fuel Returns.	11	Numeric	Optional
Exempt Sales	Enter the exempt sales for this location and tax type. This amount must be greater than or equal to zero.	11	Numeric	Optional
Motor Fuel Exemptions	Enter the total motor fuel exemptions for this location. This amount must be greater than or equal to zero. This field is required on Motor Fuel Returns.	11	Numeric	Optional